MUSKAN SAYED

zeeshanoverseas2014@gmail.com

+971 588851980

Building no 1133, Muwaileh commercial Sharjah Dubai UAE

SKILLS

Computer fully knowledge and advanced Excell,Ms office, email and internet,making receipts and vouchers and delivery notes invoices.

LANGUAGES

English Hindi Marathi

OBJECTIVE

To secure a challenging position in a reputable organisation to expand my learning's, knowledge, skills,secure a responsible career opportunity to fully utilize my training and skills while making a significant contribution to the success of the company

EXPERIENCE

Purchase manager 11/12/2021 - 01/03/2021

Ich trading and contracting SPC

As a Product details and Pricing discussion with our requirements products.

Accountant 06/02/2006 - 10/12/2009

City Limousine Company

Balance sheet maintaining and checking and recovery department , Maintaining bills, receipt,salary voucher,invoices, and checking all cheque clearance.

Purchase co-ordinator 23/2/2024 - 5/05/2024

MAAHIR TECHNICAL SERVICES

purchasing construction materials and other products to check their prices and products quality during meeting with vendors to check quality as well market prices. and making purchase order with all mentioned condition.

Director 10/3/2014 - 22/01/2019

Zeeshan overseas ltd

Supplying Manpower labour and all category to middle East countries .visit visa, employment visa , making ticketing, passing in emigration from India Airport.. meeting with middle East Agency and making a healthy relationship with them.

EDUCATION

S Y B A 2006

Mumbai University

A Grade

PROJECTS

Silver fox digital marketing

Complete a fully event program. Project with our senior manager

ADDITIONAL INFORMATION

My current Visa status is Visit visa

MUSKAN SAYED